



**SEATTLE PARKS
AND RECREATION**



**Associated
Recreation Council**

Summer 2004 Recreation Employment

<http://www.seattle.gov/parks>



Contact Numbers:

Summer Playground Program 206-684-4360

Special Populations 206-615-0617

Aquatics Positions 206-684-7185

2004 Summer Recreation Employment

Seattle Parks and Recreation, in partnership with the Associated Recreation Council (ARC) and 37 citywide advisory councils, is now accepting applications for various Summer programs. Temporary positions are available at approximately 24 community centers, 28 playgrounds, eight indoor swimming pools, two outdoor pools, two small craft centers, and many public beaches and wading pools.

The following information highlights the programs and positions for which we are currently recruiting for the summer season. If you need more information regarding the programs or positions, please inquire with the appropriate **contact person** for the program in which you are interested.

Summer Playgrounds Program

June – August

Operations Scheduled Monday through Friday, Hours vary depending on work location

Mandatory Paid Staff Training is required

The goal of the neighborhood-based Summer Playground Program is to provide daily activities that promote positive self esteem, cultural awareness, social interaction, physical skills and environmental sensitivity. The program focuses on youth 6 to 14 years of age; however, participants of all ages can be involved. There will be 28 locations, each with specific site amenities. Staff at 17 sites will also supervise wading pools or water spray features. All program staff must work closely with other agencies such as the Summer Youth Employment, Summer Sack Lunch program, Department of Health, local daycares and daycamps, and other neighborhood-based organizations. We are accepting applications for the following seasonal positions:

District Playground Supervisor:

\$15.20 per hour 40 hours per week

Duties: Supervision of staff; assistance with developing and implementing staff training; preparation for seasonal operation; programming assistance as needed by staff; implementation of Department policies; program reporting and evaluation; conducting staff meetings; organizing major special events;

assisting staff with day-to-day operations; developing positive, supportive relationships with participants, parents and other Department staff; monitoring playground leaders and preparing performance evaluations; preparing informational and promotional materials; maintaining necessary records; performing related work as required.

Requirements: District Supervisors are required to have a minimum of one year experience supervising adult employees in a culturally diverse environment, and a current Washington State driver's license.

Playground Leader:

\$12.71 per hour 37 hours per week

Duties: Planning, preparing, implementing and evaluating age-appropriate activities, which include sports, arts and crafts, and games daily, with weekly special events; developing positive, supportive relationships with participants, parents and other Department staff; monitoring performance of program assistants as appropriate; preparing informational and promotional materials; maintaining records and preparing reports; and performing related work as required.

Requirements: Candidates must be extremely self-motivated individuals who can inspire children and youth to participate in the activities of the program.

Education and Experience: 15 credit hours of college course work in Leisure Studies, Recreation, Physical Education, or related field; two years' experience working with youth the same age as program participants. A combination of education, training and experience which provides an equivalent background

required to perform the work may be considered on a case by case basis.

Minimum requirements:

All Staff: American Red Cross Community First Aid and Safety (includes CPR), American Red Cross Basic Water Safety or Community Water Safety; Food Handlers' Permit; Blood-borne pathogens training certification. (Training opportunities for these certifications **may** be made available through Parks and Recreation; however, certifications are required before starting employment.) Satisfactory results of a tuberculosis test required.

To Apply: Send a cover letter and resume to:

Seattle Parks and Recreation

Attn: Youth Programs Coordinator

100 Dexter Ave. N

Seattle, WA 98109-5199

206-684-4360

Contact Person:

e-mail: youth.programs@seattle.gov

When to Apply: Applications received by **mid-February** will receive priority; however, applications received after that date may also be considered. Interviews and selections will begin in April.

YES Program (Teen Community Service):

Youth Engaged in Service (YES) is a summer community service program that offers youth (Ages 13–18 years) the opportunity to develop leadership and job skills by volunteering at various sites within the Seattle Parks and Recreation system. There are two sessions each summer. Each youth receives a stipend of \$100 and has the opportunity to receive an extra \$50 for outstanding service. Youth can apply for the Summer Program by contacting:

YES/Teen Office

South Lake Union Building #206

860 Terry Ave. N

Seattle, WA 98109-4330

206-684-4575

TeenProg@seattle.gov

YES applications available online

(Applications due early May; notifications will be made by June)

Special Populations Program

June – August

Four separate weeks of Daycamps:

Monday – Friday, 9:30 a.m. – 3:30 p.m. (daily) and

Four separate weeks of Overnight Camps:

Tuesday 11 a.m. through Friday 4 p.m.

Special Needs Youth Counselor:

\$10.03 per hour 30 – 40 hrs/wk (Note: this position **must** work both the day and overnight camps: (4) Day camps are 31 hours per week. (4) Overnight camps are 40 hours per week plus overtime.)

Duties: Supervision of a group of disabled children (4 – 21 years old) who are primarily developmentally disabled, learning disabled, have Attention Deficit Hyperactivity disorder, behavioral and social problems, visual and hearing impairments, or are physically disabled or multiply disabled. Overnight supervision: responsible for the care, health, safety, dressing, feeding, and toileting during day and overnight camps. Plan, supervise, and lead daily activities and help lead special events and classes. Involve all campers in sports, classes, games, hiking, canoeing, cookouts, sing-a-longs, camp skits, special events, and field trips. Teach social skills and help each camper play and interact with the others. Indirectly supervise volunteers assigned to the group. Attend all staff meetings. Other duties as assigned.

Minimum Requirements: Must be at least 18 years of age to apply. American Red Cross Standard First Aid (includes CPR) and American Red Cross Community First Aid and Safety (includes CPR).

To Apply: Please call the Specialized Programs Office at 206-615-0617 to arrange for an interview with Nick Bicknell.



Outdoor Aquatic Programs

Boat Ramps

Boat Ramp Ranger: \$12.71 per hour 14 – 24hrs/wk
May – Sept

Duties: Oversee boat ramp operations; monitor collection of fees; direct ramp traffic during peak use hours; perform on-site public relations as a representative of the Department; handle incidents as they arise; and clean and maintain facility. Saturday and Sunday are included in the regular schedule.

Minimum Requirements: American Red Cross Community First Aid and Safety (includes CPR). Swimming Float Test required. Must have strong communication skills.

Wading Pools

Wading Pool Attendant: \$10.03 per hour
0 – 40hrs/wk Mid June – Labor Day

Duties: Oversee the operation of a wading pool. Clean, fill, drain and maintain the water quality of the wading pool and surrounding area. Act as the on-site public relations representative of the Department. Perform first aid and handle incidents as they arise.

Minimum requirements: American Red Cross Community First Aid and Safety (includes CPR), American Red Cross Basic Water Safety or Community Water Safety (may be obtained after hiring). Must be at least 16 years old to apply, and must enjoy working with the public.

Summer Beaches

Lifeguard: \$11.95 per hour 10 – 40hrs/wk
Mid June – Labor Day
(Dates may vary depending on work location.)

Duties: Supervise swimmers, rescue persons in distress, and teach swimming lessons; administer first aid; and clean and maintain beach facilities and surrounding area. Opportunities for advancement exist.

Minimum requirements: American Red Cross Standard First Aid (includes CPR), American Red Cross CPR for the Professional Rescuer, American Red Cross Lifeguard Training, Northwest Lifeguard Test, (American Red Cross Water Safety Instructor recommended). Must be at least 16 years old to apply.

To Apply for Outdoor Aquatics Opportunities:

Send a cover letter and resume or aquatic application to:

Seattle Parks and Recreation

Attn: Bill Bottenberg, Aquatics Coordinator
Summer Aquatics Programs
860 Terry Ave N, Seattle, WA 98109-4330
e-mail: parksaquatics@seattle.gov
phone: 206-684-7185

Outdoor Pools (Colman and Mounger)

7 Day Operation

Seattle Parks and Recreation operates two seasonal outdoor pools:

- ◆ Colman Pool, located in Lincoln Park in West Seattle
- ◆ "Pop" Mounger Pool, located in Magnolia.

Both pools operate from Mid-May through Mid-September.

Aquatic Center Coordinator

(Colman Pool only): \$21.98 per hour

Senior Lifeguard (Colman and Mounger):

\$14.83 per hour 10 – 40hrs/wk Mid-May – Mid-Sept.
(Dates may vary depending on work location)

Duties: Conduct and manage aquatics programs at an outdoor city pool: coordinate special events and water safety instruction; rescue persons in distress; administer first aid, and assist the public; conduct staff training and coordinate staff scheduling; supervise staff in planning, promoting, setup and working special events; maintain financial and attendance records and write use permits. Previous supervisory experience is required.

Minimum Requirements: American Red Cross Standard First Aid (includes CPR), American Red Cross CPR for the Professional Rescuer, American Red Cross Lifeguard Training, Northwest Lifeguard Test, (American Red Cross Water Safety Instructor recommended).

Lifeguard: \$11.95 per hour 10 – 40hrs/wk
Mid May – Mid Sept. (Dates may vary depending on
work location)

Duties: Supervise swimmers, rescue persons in distress
and administer first aid; teach swimming lessons, water
exercise programs, water safety classes and competi-
tive swimming; assist in planning, promoting, setup
and working special events. Clean and maintain pool
facilities and surrounding area.

Minimum Requirements: American Red Cross
Standard First Aid (includes CPR), American Red Cross
CPR for the Professional Rescuer, American Red Cross
Lifeguard Training, Northwest Lifeguard Test, (American
Red Cross Water Safety Instructor recommended). Must
be at least 16 years old to apply.

Cashier \$11.40 per hour 40hrs/wk
Mid May – Mid Sept. (Dates may vary depending on
work location)

Duties: Collect fees, make change, and balance
monies taken in through the cashier station during
each work shift; prepare bank deposits of collected
receipts after balancing collections; interact with the
public to provide information and answer questions
both in person and on the phone regarding facility
programs and events. Cashier skills exam required.

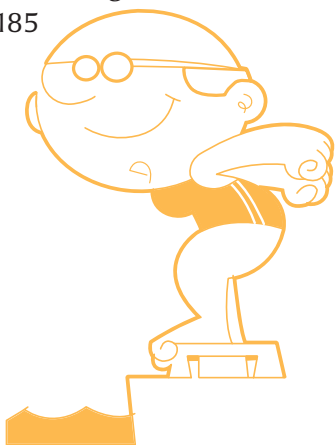
Minimum Requirements: American Red Cross
Community First Aid and Safety (includes CPR).

To Apply for Outdoor Aquatics Opportunities:

Send a cover letter and resume or application to:

Seattle Parks and Recreation

Attn: Bill Bottenberg, Aquatics Coordinator
Summer Aquatics Programs
860 Terry Ave N, Seattle, WA 98109-4330
e-mail: parksaquatics@seattle.gov
phone: 206-684-7185



Indoor Aquatic Program

Indoor Swimming Pools

Lifeguard: \$11.95 per hour 0 – 40hrs/wk Year-
Round

Duties: Supervise swimmers, teach swimming lessons,
and rescue persons in distress at one of our eight
indoor year-round swimming pools. Administer first aid.
Clean and maintain the facility,

Minimum requirements: American Red Cross Stan-
dard First Aid (includes CPR), American Red Cross CPR for
the Professional Rescuer, American Red Cross Lifeguard
Training, Northwest Lifeguard Test, (American Red Cross
Water Safety Instructor recommended). Must be at least
16 years old to apply.

To Apply for Indoor Aquatics Opportunities:

Please contact the Pool Coordinator at the individual
indoor pool:

Ballard Pool (206) 684-4094
1471 NW 67th, 98117

Evans Pool (206) 684-4961
7201 E Green Lake Dr N, 98103

Medgar Evers Pool (206) 684-4766
500 23rd Ave, 98122

Helene Madison Pool (206) 684-4979
13401 Meridian Ave N, 98133

Meadowbrook Pool (206) 684-4989
10515 35th Ave NE, 98125

Queen Anne Pool (206) 386-4282
1920 1st Ave W, 98119

Rainier Beach Pool (206) 386-1944
8825 Rainier Ave S, 98118

Southwest Pool (206) 684-7440
2801 SW Thistle, 98126

Lifeguard certification information is available on-line:
www.seattle.gov/parks

Application Deadline: Interviews and selections will
begin in December. We will continue to accept
applications until all positions are full.

Advisory Council Summer Day Camp Programs

June – August

Position Descriptions: Daycamp Director, Assistant Director, Counselor and Aide positions are available at Seattle Parks and Recreation community centers on a seasonal basis (10 – 12 weeks). Daycamp staff will plan, direct, and evaluate a variety of recreational and educational activities throughout the summer for youth aged 5–14. Camp activities include sports, games, arts and crafts, field trips, swimming, and weekly special events.

Minimum Age: Director: Age 21; Asst. Director: Age 18; Counselor: Age 18; Aide positions: Age 16.

Salary: Ranges from \$7.16 – \$20.00 per hour depending on experience and position

Days and Hours: Vary according to program demand, location, and experience. Minimum Daycamp hours are 10 a.m. – 4 p.m. Monday thru Friday. Many Daycamps' hours are 7 a.m. – 6 p.m. Duties may include some overnight camps.

Education/Experience: Director and Assistant

Director positions require 1 year college course work in leisure studies, physical education or related field. Completion of STARS basic training preferred. Counselors require a High School Diploma or equivalent. High School students are eligible for Aide positions. Knowledge and experience in leading games, crafts, and organized activities for youth is required for all positions.

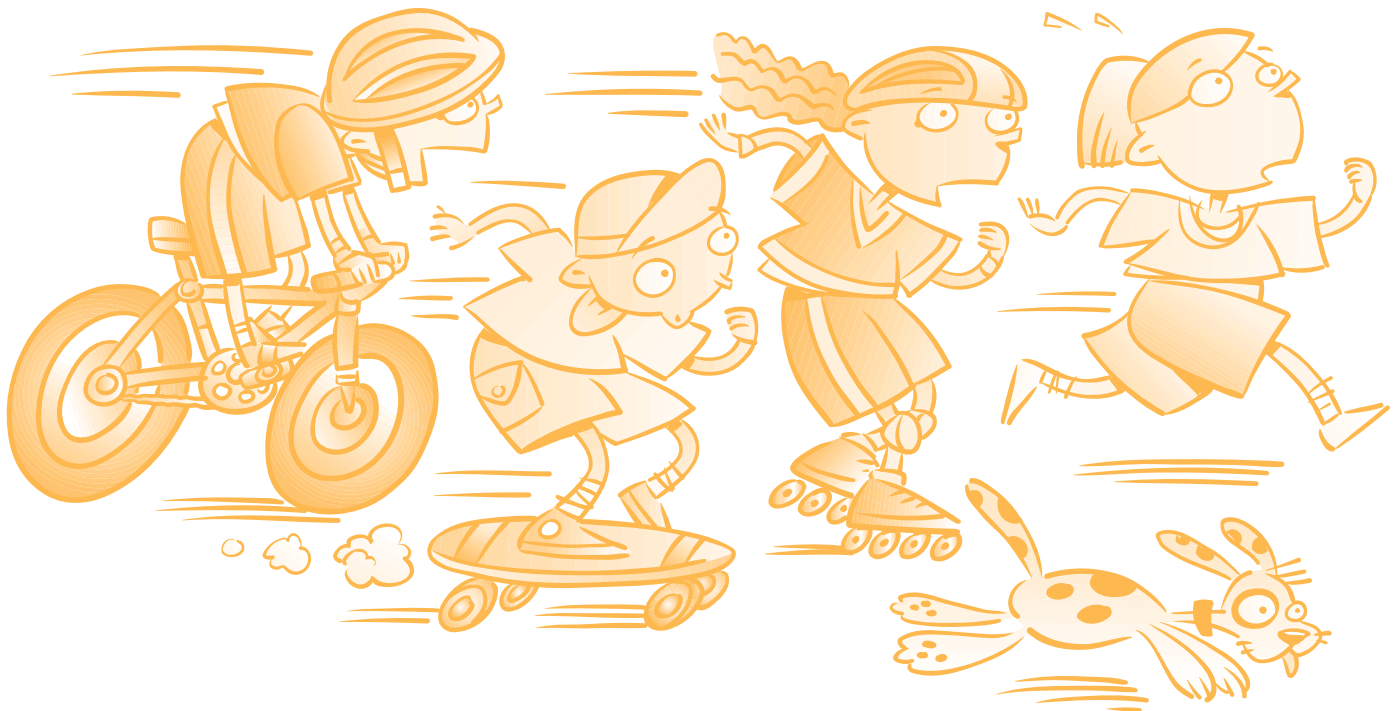
Certification: Current Standard First Aid. Current CPR. Director and Assistant Director positions require a current Washington State Drivers License.

To Apply: Ask for an ARC application at the community center where you are interested in working. A list of community centers is provided on the back of this brochure.

Contact Person: Recreation Center Coordinator at each community center (see back page).

Application Deadline: Early March is preferred; however, please return your resume and application ASAP. Interviews and selections at some centers may begin in January. *We will continue to accept applications thereafter as needed.* **Please send resume and application to:**

Associated Recreation Council,
Human Resources Section,
860 Terry Ave N.,
Seattle, WA 98109
Fax# 206-233-3876



Advisory Council Small Craft Boating Programs

Instructor:

\$9.60 – 20.00 per hour 10 – 30hrs/wk
All year excluding Mid November – February

Community Youth Boating Instructor:

\$9.60 – \$20.00 per hour June – August

Duties: Instruct classes in rowing, sailing, canoeing, kayaking or sailboarding to ages youth through adults at Green Lake Small Craft Center or Mount Baker Rowing and Sailing Center. Early morning into the evening, Monday – Sunday.

Minimum Requirements: American Red Cross Standard First Aid (includes CPR) and Current Valid Washington State Driver's License.

Certificates recommended: National accreditation for specific boating activities (Red Cross, USYRU, USRA, etc.) Must be at least 18 years old to apply.

To apply for Small Craft Opportunities, please pick up an ARC application at either of the following locations:

Green Lake Small Craft Center

(South end of Green Lake)
5900 W Green Lake Way N, Seattle, WA 98103
Contact Person: Jason Frisk 206-684-4074
email: GLRowing@aol.com

Mt. Baker Rowing And Sailing Center

(2 miles South of I-90)
3800 Lake Wash. Blvd. S, Seattle, WA 98118
Contact Person: Peggy Tosdal 206-386-1913
or fax 206-386-1914
email: peggy.tosdal@seattle.gov

Please send resume and application to:

Associated Recreation Council,
Human Resources Section,
860 Terry Ave N.,
Seattle, WA 98109
Fax# 206-233-3876



If interested in volunteer opportunities, please contact a community center near you.

PLEASE NOTE: All positions on this employment opportunity flyer are considered to be temporary intermittent positions. Newly hired City of Seattle employees may be required to pass a physical examination before they are appointed. All City of Seattle position salaries based on 2004 cost of living projections.

NOTICE: If selected, you will be required to pass a background investigation successfully and to verify you are legally eligible to work in the United States. (P.L.99-603: U.S. Immigration Reform and Control Act of 1986 and RCW 43.43.830-43.43.840 Child/Adult Abuse Information Act.)

Regarding temporary positions offered by the City of Seattle: All temporary employees are paid a percentage of their salary as "premium pay" in addition to their regular salary. Premium pay is in lieu of the base level of vacation and all other employee benefits. Hours may be reduced or increased for outdoor positions where attendance or participation is affected by weather.

AFFIRMATIVE ACTION
EQUAL OPPORTUNITY EMPLOYER

Contact Information Community Centers

Alki 5817 SW Stevens Street	(206) 684-7430 Seattle 98116	Magnolia 2530 34th Avenue W	(206) 386-4235 Seattle 98199
Ballard 6020 28th Avenue NW	(206) 684-4093 Seattle 98107	Meadowbrook 10515 35th Avenue NE	(206) 684-7522 Seattle 98125
Bitter Lake 13035 Linden Avenue N	(206) 684-7524 Seattle 98133	Miller 330 19th Avenue E	(206) 684-4753 Seattle 98112
Delridge 4501 Delridge Way SW	(206) 684-7423 Seattle 98106	Montlake 1618 E Calhoun Street	(206) 684-4736 Seattle 98112
Garfield 2323 East Cherry Street	(206) 684-4788 Seattle 98122	Queen Anne 1901 First Avenue W	(206) 386-4240 Seattle 98119
Garfield Teen Life Center 428 23rd Avenue	(206) 684-4550 Seattle 98122	Rainier 3701 S Oregon Street	(206) 386-1919 Seattle 98118
Green Lake 7201 E Green Lake Drive N	(206) 684-0780 Seattle 98115	Rainier Beach/Hutchinson 8825 Rainier Avenue S	(206) 386-1925 Seattle 98118
Hiawatha 2700 California Avenue SW	(206) 684-7441 Seattle 98126	Ravenna-Eckstein 6535 Ravenna NE	(206) 684-7534 Seattle 98115
High Point 6920 34th Avenue SW	(206) 684-7422 Seattle 98106	South Park 8319 Eight Avenue S	(206) 684-7451 Seattle 98108
Jefferson 3801 Beacon Avenue S	(206) 684-7481 Seattle 98108	Southwest 2801 SW Thistle Street	(206) 684-7438 Seattle 98126
Langston Hughes 104 17th Avenue S	(206) 684-4757 Seattle 98144	Van Asselt 2820 S Myrtle Street	(206) 386-1921 Seattle 98108
Laurelhurst 4554 NE 41st Street	(206) 684-7529 Seattle 98105	Yesler 835 E Yesler Way	(206) 386-1245 Seattle 98122
Loyal Heights 2101 NW 77th Street	(206) 684-4052 Seattle 98117	Associated Recreation Council 860 Terry Ave N.	(206) 233-7017 Seattle 98109

Seattle Parks and Recreation

100 Dexter Avenue North
Seattle, WA 98109-5199

Presorted Standard
U.S. Postage

PAID

Seattle, WA
Permit No. 900